POSITION ANNOUNCEMENT

Date: Aug. 28, 2015
Posting Title: Continuing Educator II, Program Director – Biotechnology (50% FTE)
Location: UC Berkeley Extension, Berkeley, CA
Salary: $81,648 (step 16) - $91,464 (step 21) (100% Full-time Equivalent)
Closing Date: Open until Filled
Job Number: JPF00829

JOB DESCRIPTION:
Established by UC Berkeley in 1891, UC Berkeley Extension is one of the largest and oldest continuing education operations in the United States. As a self-supporting organization, Extension offers more than 1,500 personal enrichment and professional development classes in multiple locations around the San Francisco Bay Area and online. Extension’s enrollments total approximately 31,000 annually. The Science, Mathematics and Biotechnology department serves more than 3,800 students in over 240 programs. The Continuing Educator II provides program development and administration for the Sciences and Biotechnology program. The program director is also responsible for developing new and innovative programming areas. The program director is a 12-month annual term appointment, renewable contingent on funding and positive performance. This is not a teaching position. The program director reports to the director of the Department of Science, Mathematics and Biotechnology.

This position is anticipated to start on Oct. 15, 2015. This position is 50% FTE.

RESPONSIBILITIES:

Program Development and Administration for the Biotechnology Program:
Leadership position which is responsible for the academic quality of the Biotechnology program, course and program development, and related activities. In consultation with the director, instructors, campus faculty and colleagues, the Continuing Educator II will analyze current educational needs in biotechnology program areas, including identifying new course topics and program opportunities, course topics, excellent instructors, objectives, methods of instruction and locations. Plan, develop, implement and revise new and existing courses and curricula to meet the audience needs (e.g., credit and noncredit courses, certificate programs and professional sequences). Independently plan new and repeat course offerings each term and secure their academic approval. Review student evaluations and periodically visit courses to evaluate course content, instructor performance and administrative services support. Implement changes in course and/or certificate content, methodology and instructors when and where needed. Establish, build and maintain excellent relations with campus departments and related professional associations. Collaborate with campus faculty and Extension colleagues to develop new programs. Implement and manage quality assurance program for courses.

Contract Education Programs:
In consultation and collaboration with the director of Science, Mathematics and Biotechnology, the director of Corporate Training, COO/CFO, the Budget and Financial Services department, and fellow colleagues, develop contract education programs within the content area of the portfolio for corporations and other entities. Continually scan environment and query corporate clients for trends affecting subject areas. Plan creatively to meet audience’s educational needs. Respond to external inquiries, conduct rudimentary needs analysis, nurture client relationships and develop program proposals with preliminary cost estimates and delivery timeframes. Design and price programs. With assistance and guidance of Budget and Financial Services department or their designees, negotiate outline of contract agreement. Communicate with selected instructors regarding their contract, logistics and course requirements. Communicate with client as needed, and oversee implementation of contract. Evaluate and make recommendations regarding custom tailoring considerations.

Recruitment, Orientation and Supervision:
Recruit, evaluate and renew qualified instructors and secure their academic approval. Meet with instructors and advisory groups, as needed, regarding course and program-related issues. Work closely with colleagues and serve as work leader to support staff in implementing course offerings and achieving programmatic goals.
**Financial Administration:**
Develops an annual budget. Responsible for financial management and successful performance for the portfolio. Establish individual course and program budgets each term in consultation with the director. Analyzes and monitors revenue, expenditures and budgets and make adjustments to achieve budgetary goals. In consultation with the director, negotiate instructor compensation and other course related expenses. In consultation with the director, make course cancellation decisions as necessary.

**Student Advising and Outreach:**
Counsel students about programs in the Sciences and Biotechnology program. Resolve student or instructor issues as they occur. Review student evaluations and use feedback to adjust curriculum and/or resolve instructor issues. Establish, build and maintain excellent relations with the campus departments, industry professionals and related professional associations. Collaborate with biotechnology professionals, campus faculty and Extension colleagues to develop new programs, new curricula and marketing strategies. Recruit industry professionals and academics to serve on curricula development advisory committees to generate new programming ideas and identify further curriculum needs. Design and conduct student information sessions/career nights for interested public.

**Marketing:**
Collaborate with the Communications and Marketing Services department to create marketing strategies for the Biotechnology programs. Work with Marketing colleagues to write catalog, brochure and/or promotional copy.

**Strategic Planning:**
Develop the strategic plan and vision for the Biotechnology program and related programs. Plan for future programmatic directions and work with others to create new and viable programs to meet the needs of this changing and dynamic industry.

**Required BASIC QUALIFICATIONS (at time of Application):**
- A graduate degree in the sciences, advanced sciences, mathematics or equivalent degree is required.

**Additional QUALIFICATIONS (Required by start date):**
- Ability to achieve financial results in a highly competitive self-supporting environment
- Excellent organization skills and demonstrated leadership
- Proven ability to work collaboratively on a project team
- Excellent oral and written communication and interpersonal skills

**Preferred QUALIFICATIONS:**
- Ph.D. or equivalent degree
- Experience in scientific curriculum development, implementation and management
- Experience in supervising staff and academic advising
- Teaching experience at the college level
- Demonstrated ability to form successful relationships with instructors, campus departments and professional associations

**Diversity Statement:**
The school/department is interested in candidates who have an understanding of the barriers facing women and people of color in higher education.

**Family Friendly Statement:**
The University offers a comprehensive benefits package and number of policies and programs are in place to support employees as they balance work and family.

The Campus Community:
- The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: [http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct](http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct).
- We offer a diverse working environment, competitive salaries, and comprehensive benefits.
- This position has been designated as sensitive and may require a criminal background check. We reserve the right to make employment contingent upon successful completion of a criminal background check.
- For more information about UC Berkeley Extension, please visit: [extension.berkeley.edu](http://extension.berkeley.edu).
To Apply:
Go to http://aprecruit.berkeley.edu/apply/JPF00829. Applicants should submit a cover letter and curriculum vitae. Please provide three to four names of references along with contact information at time of application. Please submit your materials as PDF documents. Applicants’ basic qualifications will be assessed at time of application. Letters of reference will only be solicited for finalists. All letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the UC Berkeley statement of confidentiality (http://apo.berkeley.edu/evalltr.html) prior to submitting their letters. This position is open until filled. Contact Lisa Fuller, HR Manager at lfuller@berkeley.edu for further information.